

FILED *Training 6*

Executive Director-Comptroller

Colonel White:

For your information, arrangements had been made for Brigadier General Alexander Haig (Deputy Assistant to the President for National Security Affairs) to speak to our Midcareer Training Course at 0900 hours on 13 July 1971 on the topic, "Presidential Use of the National Security Council." Unfortunately, he now finds that he will not be in town that day and is sending Mrs. Jean Davis (Assistant to General Haig) to cover this topic.

(signed) John W. Coffey

9 JUL 1971

EO-DD/S:CND:es (9 July 71)

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**Remarks:**

Attached is a copy of the Bio  
 sketch on Mrs. Jeanne Davis which  
 was received by OTR today.  
 As you know, she speaks in  
 Mr. Kenniger's place at the  
 mid career course tomorrow.

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### BIOGRAPHY

Jeanne Wilson Davis planned, organized and directs the Secretariat of the National Security Council, which is the President's principal forum for consideration of national security issues. She devised and installed procedures for managing NSC work and coordinating the foreign policy paperwork of the Government -- the thousands of documents and messages, policy studies, reports, intelligence analyses, diplomatic cables and correspondence that flow through the National Security Council system to and from the President, the Cabinet departments and agencies, the White House staff, the NSC staff, the Congress, foreign governments and the public.

Following three years' service as a Lieutenant (j. g.) in the U. S. Navy Reserve (Women), Mrs. Davis was employed by the Department of State in 1946 as a junior professional employee. She progressed through successive grades as foreign affairs officer and supervisory officer, to Director of the Secretariat Staff, at grade 16. In this capacity she accompanied several Secretaries of State and former Presidents on trips abroad to attend various international conferences and meet with foreign leaders. The recipient of several awards from the State Department and widely recognized as the foremost expert in the U. S. Government on secretariat organization and functions (and author of a book on the subject) she was assigned to the newly reactivated National Security Council in March 1969 to design, establish and direct a new institutional structure. In 1970 she was promoted to Staff Secretary, or administrative director of the National Security Council staff. She coordinates staff work, schedules and records the meetings and work of the National Security Council and its supporting committees, assembles briefing materials for the President and the Assistant to the President for National Security Affairs (Dr. Henry Kissinger) for meetings, trips and state visits, manages all formal communication with the departments and makes the presentation to Congress on the National Security Council budget.

Mrs. Davis was born in Long Beach, California, the daughter of the late Mr. and Mrs. William J. Wilson. She was graduated from Stanford University in 1941 with a BA in English. A widow and the mother of a 16-year old daughter, a student at Kent School in Connecticut, she lives in a remodeled 150-year old house on a small horse farm in Broad Run, Virginia.